Supplementary Information for Legislative Review

1992 - 1993 Departmental Expenditure Estimates

Manitoba
Labour

92-06251/

DEPARTMENT OF LABOUR

SUPPLEMENTARY INFORMATION

FOR

LEGISLATIVE REVIEW

1992/93 EXPENDITURE ESTIMATES

Includes 10% post-consumer waste.

PREFACE

This document has been produced by the Department of Labour as a departmental supplement to its Printed Main Estimates. It is intended to provide background information on the department which should complement the information already contained in the Printed Main Estimates. It is hoped that this additional information will assist members of the Legislature in their review of the department's estimates.

The contents of this supplement are organized into four parts. The first part provides an overview of the Department of Labour's 1992/93 budget requirements. The second part provides program and financial information including details of staffing requirements and expenditures. The information in part two is organized on the basis of existing main appropriations so that it will provide an easy cross reference to the printed Main Estimates. Part three provides a five year historical budget comparison. Part four, a glossary of terms, is also included at the end of the document.

This document has been developed to assist members of the Legislature in the review of the Printed Main Estimates. It is hoped that it will provide a meaningful information supplement and that it will meet the needs of the users of the information.

HONOURABLE DARREN PRAZNIK
MINISTER OF LABOUR

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PART 1

DEPARTMENTAL OVERVIEW

MANITOBA LABOUR

MINISTER: HONOURABLE DARREN PRAZNIK

DEPUTY MINISTER: ROBERTA ELLIS-GRUNFELD

HISTORICAL BACKGROUND:

The Department of Labour has been in existence for decades, although its structure has changed from time to time over the years. During the period from November 1978 to November 1983, the department included labour market program responsibility and was known as, the Department of Labour and Employment Services. In November 1983, responsibility for the Employment Services programs transferred to the Department of Employment Services and Economic Security. In April, 1989, responsibility for the Workplace Safety and Health program, the Worker Advisor Office and the Employment Adjustment Program was transferred to the Department of Labour.

STATEMENT OF PURPOSE:

Our Purpose Is To Serve Manitobans Through:

* the promotion of safety, health and fair and equitable treatment in the workplace
* the enhancement of public safety
* the fostering of a stable labour relations climate
* the support of workplace training and adjustment

We Are Committed To:

* serving the Manitoba public efficiently, courteously, and effectively
* consulting equally with labour, management and other client groups
* providing information and support to our clients to enable them to act responsibly in respect to fairness, safety, health and equity

To Achieve Our Purpose And Goals We Will:

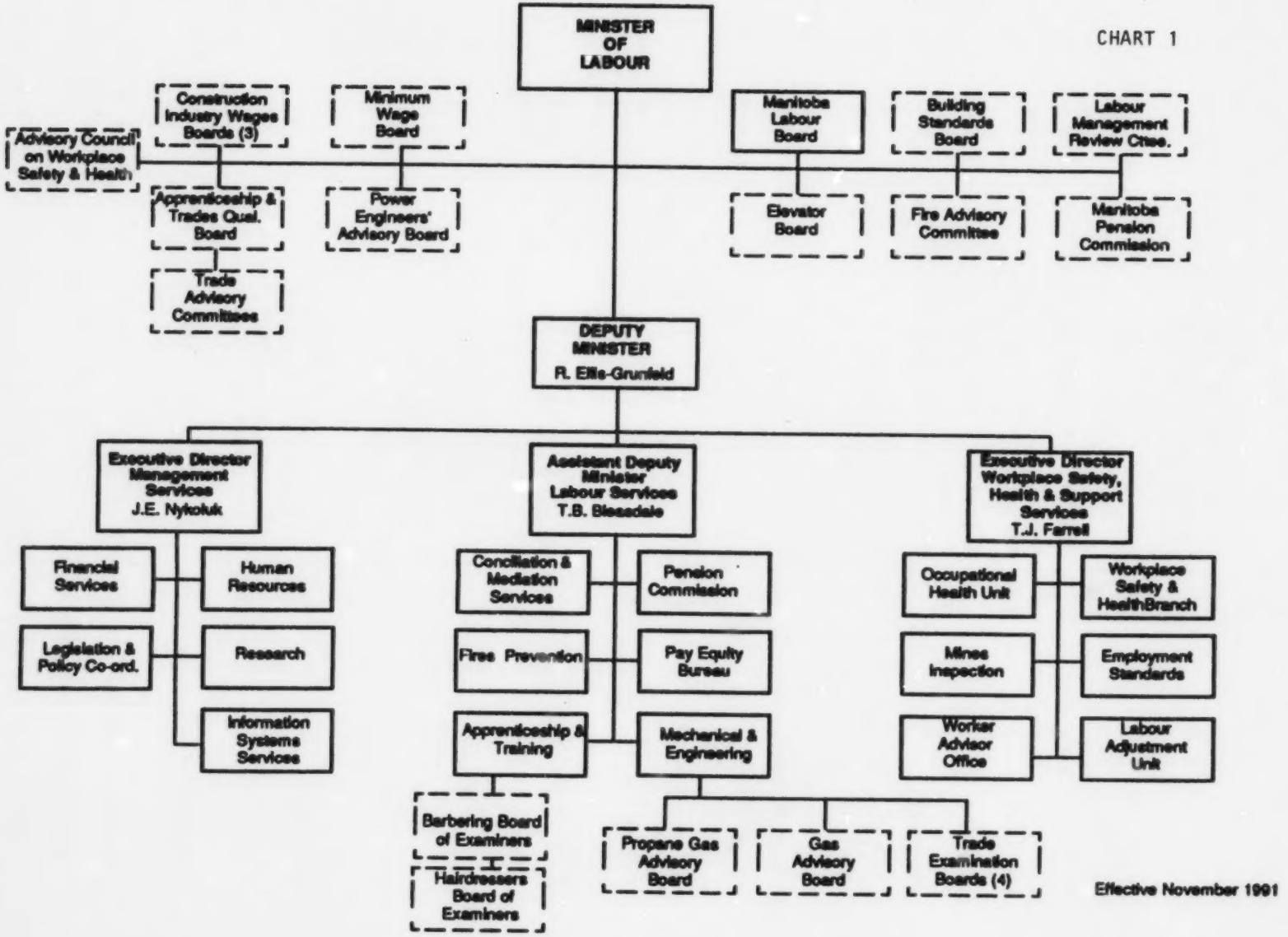
* subscribe to the principlies of accountabliity, efficiency and effectiveness in the use of public funds
* recognize that staff are our most important resource and the key to achieving our purpose
* develop a flexible organization, responsive to changing needs and circumstances
* promote consistently the principle that safe workplaces, fair employment practices, and harmonious labour relations are essential to the economic and social well-being of Manitobans

SCHEDULE 1

STATUTORY RESPONSIBILITIES OF THE MINISTER OF LABOUR:

Amusements Act (Part II)
Apprenticeship and Trades Qualifications Act
Barbers Act
Buildings and Mobile Homes Act
Construction Industry Wages Act
Electricians' Licence Act
Elevator Act
Employment Services Act
Employment Standards Act
Fire Departments Arbitration Act
Fires Prevention Act (Part II)
Gas and Oil Burner Act
Hairdressers Act
Labour Relations Act
Department of Labour Act
Municipal Act (Sections 301 - 314)
Pay Equity Act
Payment of Wages Act
Pension Benefits act
Power Engineers Act
Remembrance Day Act
Retail Businesses Holiday Closing Act
Steam and Pressure Plants Act
Vacations with Pay Act
Workers Compensation Act
Workplace Safety and Health Act

CHART 1



Effective November 1991

SCHEDULE 2

DEPARTMENT OF LABOUR
EXPENDITURE SUMMARY
BY MAIN APPROPRIATION

Adjusted Vote 1991/92			Year Ending March 31, 1993
		CURRENT OPERATING EXPENDITURES	
$ 415,500	1.	Labour Executive.....	$ 442,000
14,812,000	2.	Labour Programs.....	15,669,400
570,000	3.	Labour Special Programs.....	570,000
$15,797,500*		TOTAL FOR LABOUR	$16,681,400

*RECONCILIATION STATEMENT

1991-92 Main Estimates.....	$ 16,124,100
Allocation of General Salary Increase.....	100,100
Transfer of functions from:	
- Culture, Heritage and Citizenship....	41,100
Transfer of functions to:	
- Culture, Heritage and Citizenship....	(104,600)
- Rural Development.....	(363,200)
1991/92 Adjusted Vote.....	$ 15,797,500

SCHEDULE 3

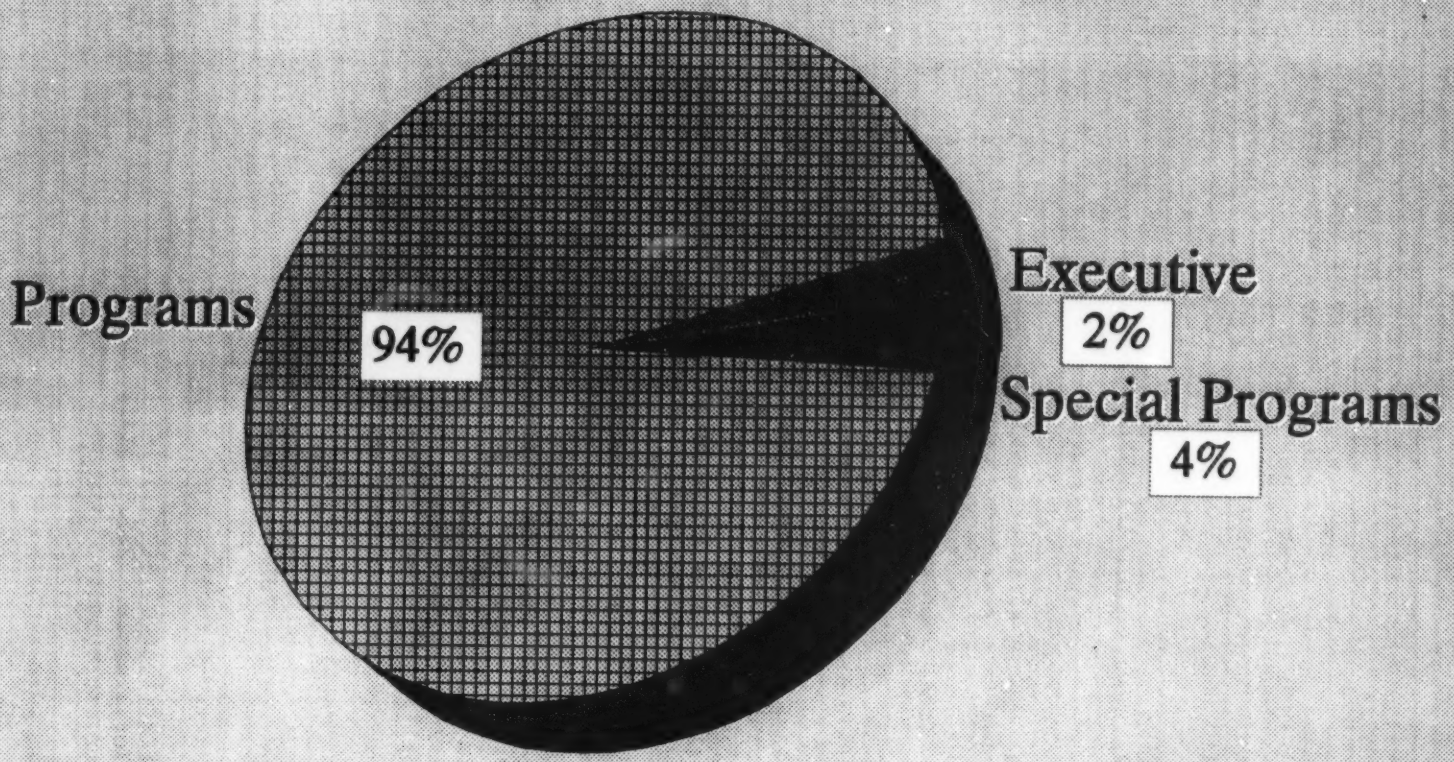
DEPARTMENT OF LABOUR
EXPENDITURE SUMMARY
BY SALARIES, OPERATING, AND GRANTS

ELEMENT	Adjusted Vote 1991/92	Year Ending March 31, 1993
Salaries (Details of Schedule 4).....	$ 11,667,200	$ 12,486,000
Operating Expenditures.....	3,535,300	3,623,400
Grants.....	595,000	572,000
TOTAL FOR DEPARTMENT.....	$ 15,797,500	$ 16,681,400

Department of Labour

CHART 2

1992/93 Main Estimates of Expenditure
Percentage Distribution by Main Appropriation



SCHEDULE 4

DEPARTMENT OF LABOUR
STAFF YEAR SUMMARY
BY APPROPRIATION**

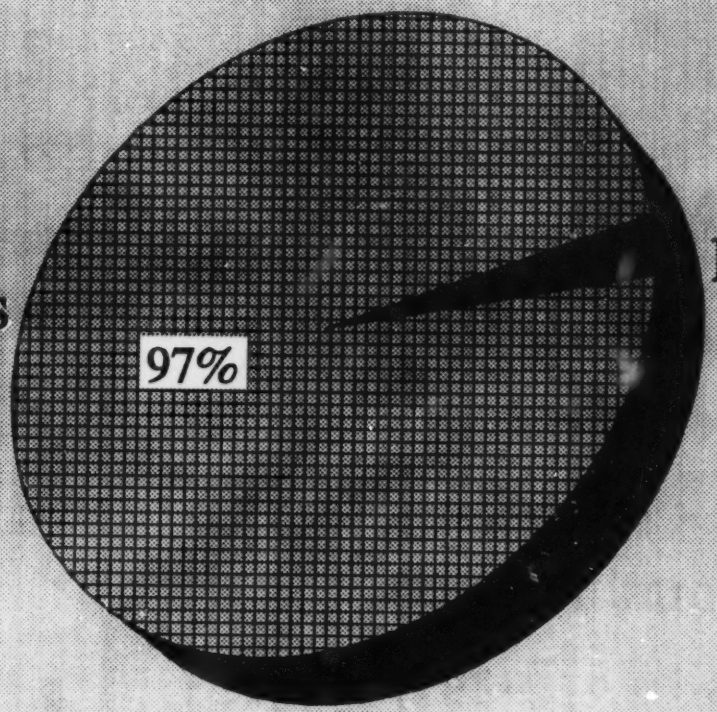
Res. No.	Appro. No.	Division/Branch	Adjusted Vote 1991/92 SY	Adjusted Vote 1991/92 Salaries	Year Ending 1992/93 SY	Year Ending 1992/93 Salaries
101	11-1	Labour Executive				
	11-1(a)	Minister's Salary	1.00	$ 20,600	1.00	$ 20,600
	11-1(b)-1	Executive Support	8.00	310,900	8.00	341,900
	Total -	Labour Executive	9.00	$ 331,500	9.00	$ 362,500
102	11-2	Labour Programs				
	11-2(a)-1	Management Services	34.00	$ 1,239,700	33.00	$ 1,352,600
	11-2(b)-1	Labour Div. Administration	3.00	145,500	3.00	153,500
	11-2(c)-1	Mechanical & Engineering	35.00	1,397,400	35.00	1,493,600
	11-2(d)-1	Fire Prevention	35.03	1,460,300	35.03	1,509,300
	11-2(e)-1	Conciliation & Mediation Services	7.00	373,200	7.00	398,100
	11-2(f)-1	Pension Commission	6.00	250,000	6.00	262,300
	11-2(g)-1	Pay Equity Bureau	4.00	188,500	3.00	157,800
	11-2(h)-1	Apprenticeship & Training	27.00	987,800	27.00	1,041,200
	11-2(j)-1	Manitoba Labour Board	12.26	489,200	12.26	514,100
	11-2(k)-1	Workplace Safety & Health	64.00	2,746,100	63.00	2,934,400
	11-2(m)-1	Worker Advisor Office	9.44	400,300	11.44	502,900
	11-2(n)-1	Employment Standards	35.39	1,372,600	35.39	1,501,000
	11-2(p)-1	Labour Adjustment	6.00	285,100	6.00	302,700
	Total -	Labour Programs	279.08	$11,335,700	278.08	$12,123,500
	11	TOTAL	288.08	11,667,200	287.08	12,486,000

** NOTE: Fractions of staff years represent weeks of employment.
For example: 287.08 staff years means 287 full staff years and 8 weeks of employment.

CHART 4

Department of Labour

1992/93 Percentage Distribution of Staff Years By Main Appropriation



SCHEDULE 5

DEPARTMENT OF LABOUR
STAFF YEAR SUMMARY 1992/93
BY STAFF CATEGORY**

DIVISION/BRANCH	MANAGERIAL		PROFESSIONAL/ TECHNICAL		ADMINISTRATIVE SUPPORT		TOTAL	
	SY	$	SY	$	SY	$	SY	$
Minister's Salary	1.00	20,600	-	-	-	-	1.00	20,600
Executive Support	1.00	87,000	-	-	7.00	249,700	8.00	336,700
TOTAL LABOUR EXECUTIVE	2.00	107,600	-	-	7.00	249,700	9.00	357,300
Management Serv.	6.00	339,400	11.00	470,100	16.00	503,400	33.00	1,312,900
Labour Division Administration	1.00	74,600	1.00	45,900	1.00	33,000	3.00	153,500
Mechanical & Engineering	1.00	62,200	26.00	1,128,300	8.00	219,200	35.00	1,409,700
Fire Prevention	1.00	58,000	24.03	1,029,200	10.00	301,400	35.03	1,388,600
Conciliation & Med. Services	1.00	68,200	5.00	282,300	1.00	28,600	7.00	379,100
Pension Commission	1.00	68,200	3.00	136,100	2.00	58,000	6.00	262,300
Pay Equity Bureau	1.00	68,500	1.00	59,700	1.00	29,600	3.00	157,800
Apprent. & Training	1.00	64,200	17.00	683,000	9.00	246,800	27.00	994,000
Man. Labour Bd.	1.00	85,700	5.26	242,800	6.00	185,600	12.26	514,100
Workplace Safety & Health	8.00	528,300	42.26	1,912,600	12.26	362,800	63.00	2,803,700
Worker Advisor Office	1.00	51,700	8.00	342,200	2.44	92,300	11.44	486,200
Employment Stds.	1.00	58,900	24.00	1,034,000	10.39	324,100	35.39	1,417,000
Labour Adjustment	1.00	64,200	4.00	203,100	1.00	28,400	6.00	295,700
TOTAL LABOUR PROGRAMS	25.00	1,592,100	172.03	7,569,300	81.05	2,413,200	278.08	11,574,600
TOTAL DEPARTMENT	27.00	1,699,700	172.03	7,569,300	88.05	2,662,900	287.08	11,931,900

NOTE: Reconciliation of Amount of Salaries

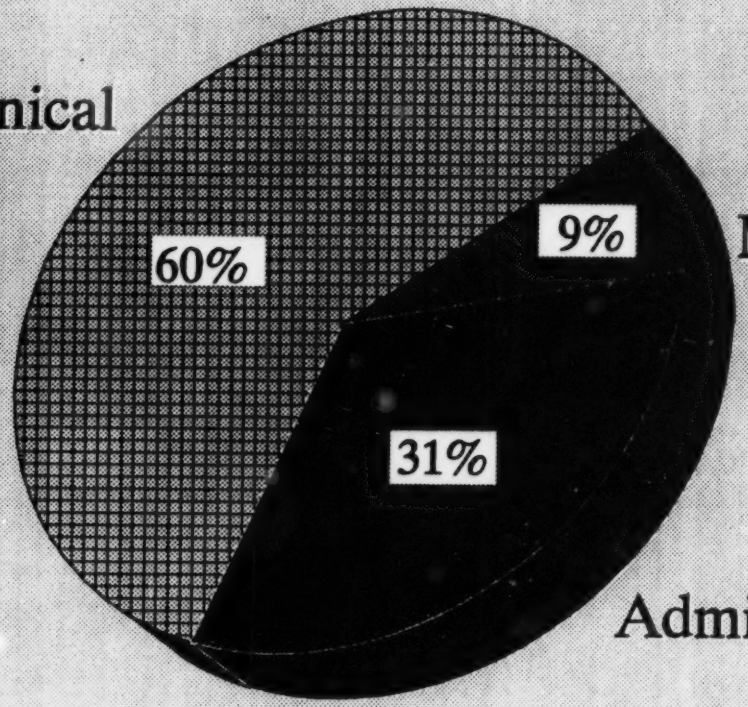
Total Salaries per above	11,931,900
Severance Pay and Vacation Pay - Retirements	355,500
Overtime Provision	159,900
Remoteness Allowance	36,800
Workers' Compensation Costs	42,600
Allowance for Staff Turnover	(40,700)
Net Salaries per Schedule 4	12,486,000

** NOTE: Fractions of staff years represent weeks of employment.
For example: 287.08 staff years means 287 full staff years and 8 weeks of employment.

Department of Labour

CHART 5

1992/93 Percentage Distribution of Staff Years By Staff Category



PART 2

DETAILED FINANCIAL INFORMATION

Adjusted Vote 1991-92	Appro. No.	LABOUR (XI) Details of Appropriations	Year Ending March 31, 1993	Resolution No.
$ 415,500...	1.	LABOUR EXECUTIVE.....	$ 442,000	101
		* Provides for the operations of the offices of the Minister and the Deputy Minister.		
				Reference Number
$ 20,600...	(a)	Minister's Salary.....	$ 20,600	1
394,900...	(b)	Executive Support.....	421,400	2
$ 415,500			$ 442,000	

SUB-APPROPRIATION NUMBER 11-1A

REFERENCE NUMBER 1 MINISTER'S SALARY

OBJECTIVE:

To provide for the Minister's salary entitlement as a member of the Executive Council.

	Adjusted Vote 1991/92		Year Ending March 31, 1993	
SALARIES	SY	$	SY	$
Total Salaries	1.00	20,600	1.00	20,600

SUB-APPROPRIATION NUMBER 11-1B

REFERENCE NUMBER 2 EXECUTIVE SUPPORT

OBJECTIVES:

To develop, implement and oversee departmental policies and programs which are designed to attain, over the long term, the goals set out in the department's role and mission statement.

ACTIVITY IDENTIFICATION:

Advises the Minister on matters relating to Labour.

Provides overall policy direction for departmental programs.

EXPECTED RESULTS:

The continued development, delivery and maintenance of policies and programs which help to achieve greater fairness, equity and cooperation in the workplace.

The achievement of a high degree of public safety in those areas for which the department is responsible.

SUB-APPROPRIATION NUMBER 11-1B

REFERENCE NUMBER 2 EXECUTIVE SUPPORT

	Adjusted Vote 1991/92		Year Ending March 31, 1993	
SALARIES	SY	$	SY	$
Managerial	1.00	80,300	1.00	87,000
Administrative Support	7.00	247,500	7.00	249,700
	8.00	327,800	8.00	336,700
Plus: General Salary Increase Allotment		2,300		0
Plus: Overtime Allotment		5,000		5,200
Less: Allowance for Staff Turnover		(24,200)		0
Total Salaries	8.00	310,900	8.00	341,900
OTHER EXPENDITURES				
Grant/Transfer Payments		6,500		2,500
Transportation		18,500		18,500
Communication		18,100		18,100
Supplies and Services		20,900		20,400
Other Operating		20,000		20,000
Total Other Expenditures		84,000		79,500
TOTAL EXPENDITURES		394,900		421,400

Adjusted Vote 1991-92	Appro. No.	LABOUR (XI) Details of Appropriations	Year Ending March 31, 1993	Resolution No.
$14,812,000...	2.	LABOUR PROGRAMS.....	$15,669,400	102

* Provides central management services in support of department programs.

* Provides inspection and regulatory services concerning safety aspects of buildings and certain mechanical, electrical and other technical equipment.

* Provides inspection, investigation and training activities related to fire safety in the Province.

* Provides conciliation and mediation services to labour and management.

* Promotes the establishment, extension and improvement of pension plans and protects the pension rights of employees under existing pension plans.

* Facilitates the establishment of pay equity in Manitoba.

* Facilitates the development of persons to the level of skilled tradespersons.

* Processes and considers applications made to the Manitoba Labour Board.

* Provides services to prevent, detect and eliminate safety and health hazards in workplaces.

* Provides assistance to claimants respecting workers' compensation claims.

* Provides enforcement of established standards relating to terms and conditions of employment.

* Provides labour adjustment programs.

Adjusted Vote 1991-92	Appro. No.	LABOUR (XI) Details of Appropriations	Year Ending March 31, 1993	Resolution No.
				Reference Number
$ 1,408,700	(a)	Management Services	$1,516,600	1
169,200	(b)	Labour Division Administration	182,200	2
1,683,300	(c)	Mechanical and Engineering	$1,775,000	3
2,609,900	(d)	Fire Prevention	2,760,500	4
419,500	(e)	Conciliation & Mediation Services	451,400	5
308,200	(f)	Pension Commission	318,000	6
282,000	(g)	Pay Equity	237,300	7
1,114,700	(h)	Apprenticeship & Training	1,165,600	8
707,000	(j)	Manitoba Labour Board	729,400	9
3,445,800	(k)	Workplace Safety & Health	3,625,100	10
450,800	(m)	Worker Advisor Office	553,400	11
1,509,800	(n)	Employment Standards	1,650,200	12
703,100	(p)	Labour Adjustment	704,700	13
$14,812,000			$15,669,400	

SUB-APPROPRIATION NUMBER 11-2A

REFERENCE NUMBER 1 MANAGEMENT SERVICES DIVISION

OBJECTIVES:

To provide support services and centralized coordination of financial, administrative, personnel, and research functions for the department.

To develop and implement information systems and coordinate legislation for the department.

ACTIVITY IDENTIFICATION

Provides financial, accounting and administrative services to the department, including central budgeting, accounting and financial reporting.

Provides personnel and payroll services to the department, including staffing, job evaluation, affirmative action, training and development, and employee relations.

Provides research and policy analysis support to the department to facilitate collective bargaining and a strong labour relations climate.

Coordinates legislative and regulatory development.

Develops and implements information systems and computer applications.

Manages activities and provides support and research assistance to departmental advisory boards and committees.

EXPECTED RESULTS:

Process approximately 8,000 expenditure transactions to effect payments to suppliers of goods and services and to departmental employees relating to expenses incurred in program delivery.

Process 60,000 transactions involving receipt of monies, issuance of certificates, licenses, and permits involving the deposit of revenue received in the estimates total of $9.2 million.

Process about 70 staffing and 50 classification actions and approximately 3,500 general changes, employee registrations and leaves, through payrolls, with another 3,000 positive time payouts and related transactions.

Publish and distribute the Directory of Labour Organizations, Collective Agreement Data Guide, and various statistical and analytical reports on the labour relations climate.

Provide administrative assistance and research support to the Labour Management Review Committee, the three Construction Industry Wages Boards and the Minimum Wage Board.

Coordinate the development of legislative and regulatory amendments.

Plan, develop and implement departmental information systems; assist with the application of computer technology; monitor expenditures, and coordinate activities relative to departmental plans.

	Adjusted Vote 1991/92		Year Ending March 31, 1993		
SALARIES	SY	$	SY	$	
Managerial	6.00	321,300	6.00	339,400	
Professional/Technical	12.00	414,400	11.00	470,100	
Administrative Support	16.00	474,400	16.00	503,400	
	34.00	1,210,100	33.00	1,312,900	1.
Plus: General Salary Increase Allotment		10,600		0	
Plus: Overtime Allotment		2,000		2,100	
Plus: Severance/Vacation Pay on Retirement		17,000		37,600	
Total Salaries	34.00	1,239,700	33.00	1,352,600	
OTHER EXPENDITURES					
Transportation		8,400		8,400	
Communication		36,600		35,800	
Supplies and Services		47,100		42,900	
Capital		21,000		21,000	
Other Operating		55,900		55,900	
Total Other Expenditures		169,000		164,000	
TOTAL EXPENDITURES		1,408,700		1,516,600	

Note 1. Reduction of 1.00 staff year reflects the elimination of one economic research analyst position in the Division.

SUB-APPROPRIATION NUMBER 11-2B

REFERENCE NUMBER 2 LABOUR DIVISION ADMINISTRATION

OBJECTIVE:

To ensure that the Labour Services Division is available to assist branch directors, whenever possible, and to ensure that the Division is performing effectively, within budget guidelines and with a high degree of technical competence.

To ensure the Division implements and practices the principles laid out in its stated role and mission statement and encourages joint problem solving by bringing together representatives of business and labour.

ACTIVITY IDENTIFICATION:

The activities of the office include supervision, administration and policy development. Much of the Department's Regulation and Legislation development and its preparation is done in this office. Project support for Branch Directors, liaison with major client groups, labour relations issues and duties associated with the Manitoba Labour Management Review Committee are all part of the activities.

EXPECTED RESULTS:

All activities of the branches within the Division will conform with the legislation for which the Division is responsible and operate within the framework of department and government policies.

	Adjusted Vote 1991/92		Year Ending March 31, 1993	
SALARIES	SY	$	SY	$
Managerial	1.00	68,500	1.00	74,600
Professional/Technical	1.00	43,900	1.00	45,900
Administrative Support	1.00	31,600	1.00	33,000
	3.00	144,000	3.00	153,500
Plus: General Salary Increase Allotment		1,500		0
Total Salaries	3.00	145,500	3.00	153,500
OTHER EXPENDITURES				
Personnel Services		10,000		15,000
Transportation		2,000		2,000
Communication		4,600		4,600
Supplies and Services		3,300		3,300
Other Operating		3,800		3,800
Total Other Expenditures		23,700		28,700
TOTAL EXPENDITURES		169,200		182,200

SUB-APPROPRIATION NUMBER 11-2C

REFERENCE NUMBER 3 MECHANICAL AND ENGINEERING

OBJECTIVES:

To ensure that Manitobans are not exposed to hazardous equipment covered by legislation administered by the Branch.

To examine and license or certify certain tradespeople.

To promote safety and safety awareness.

ACTIVITY IDENTIFICATION:

Inspects boilers, pressure vessels, and refrigeration systems annually or biennially, as required under the Steam and Pressure Plants Act.

Inspects elevators as required under the Elevator Act.

Inspects electrical equipment and gas/oil equipment that does not have a CSA or CGA label.

Inspects natural gas, propane and oil installations as required under the Gas and Oil Burner Act.

Conducts examinations and issues licenses to qualified gas fitters, electricians, power engineers and pressure welders in order to ensure their competence.

Inspects amusement rides.

Examines plans and reviews designs of certain facilities and equipment.

EXPECTED RESULTS:

The carrying out of approximately 24,000 inspections of boilers, pressure vessels, refrigeration plants, electrical applications and gas and oil fired equipment.

The review of approximately 2,000 engineering plans and designs.

The inspection of approximately 1,900 elevators and 350 amusement rides.

The issuance of approximately 11,000 licences to qualified tradespersons, such as power engineers, welders, gas fitters and electricians.

The issuance of approximately 22,000 gas and oil permits.

SUB-APPROPRIATION NUMBER 11-2C

REFERENCE NUMBER 3 MECHANICAL AND ENGINEERING

SALARIES	Adjusted Vote 1991/92 SY	Adjusted Vote 1991/92 $	Year Ending March 31, 1993 SY	Year Ending March 31, 1993 $
Managerial.....	1.00	59,500	1.00	62,200
Professional/Technical.....	26.00	1,075,900	26.00	1,128,300
Administrative Support.....	8.00	207,700	8.00	219,200
	35.00	1,343,100	35.00	1,409,700
Plus: GSI Allocation.....		11,300		0
Plus: Overtime Allotment.....		15,000		17,500
Plus: Severance/Vacation Pay on Retirement.....		50,000		78,400
Less: Allowance for Staff Turnover.....		(22,000)		(12,000)
Total Salaries.....	35.00	1,397,400	35.00	1,493,600
OTHER EXPENDITURES				
Personnel Services (Fees).....		7,000		7,000
Transportation.....		98,600		98,600
Communication.....		59,000		54,600
Supplies and Services.....		57,000		56,900
Other Operating.....		64,300		64,300
Total Other Expenditures.....		285,900		281,400
TOTAL EXPENDITURES.....		1,683,300		1,775,000

SUB-APPROPRIATION NUMBER 11-2D

REFERENCE NUMBER 4 FIRE PREVENTION

OBJECTIVE:

To reduce the loss of life, injury, to persons and property damage caused by fire, through fire prevention education, inspections and investigations under the authority of The Fires Prevention Act.

ACTIVITY IDENTIFICATION:

Advises and trains the fire service and others in fire prevention and protection practices, in the handling of dangerous goods and in emergency services management and rescue.

Promotes and supports the concept of Mutual Aid.

Promotes public education in fire prevention practices and life safety measures.

Provides certified fire investigation training to police/fire officers.

Conducts fire prevention inspections of high hazard or high occupant load buildings to ensure compliance with the Manitoba Fire Code.

Conducts investigations to determine the cause, origin and circumstances of fires in the Province.

Gathers, analyzes, and disseminates Provincial fire statistics on request, as well as for the Annual Reports.

Develops and implements Provincial Fire, Building and Plumbing Codes and participates with the National Research Council and Provincial/Territorial counterparts regarding Manitoba input and public commentary on National Codes and on any other related matters.

Responds to emergency incidents within the province upon request.

EXPECTED RESULTS:

The expenditure of up to $10,000.00 per Mutual Aid District as incentives to train local emergency response fire personnel on designated certified training courses.

Investigation of fires involving fatalities, serious injuries, major losses, as well as fires of a suspicious or undetermined nature.

The inspection of high risk occupancies.

Promote delivery of district training by local assistants through Mutual Aid Incentive Program.

Provision of Fire College on-campus training by Office of the Fire Commissioner staff in programs for the fire service and others concerned with fire protection/prevention practices.

The delivery of certified fire investigation courses to fire and police authorities.

The enhanced public awareness of potential fire hazards in the home through the co-operative efforts of the Manitoba Association of Fire Chiefs and the Office of the Fire Commissioner.

The successful co-sponsorship and organization of the annual Emergency Services Conference.

Provision of prompt and effective response to emergency incidents.

	Adjusted Vote 1991/92		Year Ending March 31, 1993		
SALARIES	SY	$	SY	$	
Managerial	1.00	53,500	1.00	58,000	
Professional/Technical	24.03	1,012,400	24.03	1,029,200	
Administrative Support	10.00	288,100	10.00	301,400	
	35.03	1,354,000	35.03	1,388,600	
Plus: General Salary Increase Allotment		12,900		0	
Plus: Overtime Allotment		50,800		52,500	
Plus: Remoteness Allowance		10,600		10,700	
Plus: Severance/Vacation Pay on Retirement		32,000		57,500	
Total Salaries	35.03	1,460,300	35.03	1,509,300	
OTHER EXPENDITURES					
Personnel Services (Fees)		8,000		8,000	
Grants/Transfer Payments		205,000		201,000	
Transportation		153,400		153,400	
Communication		191,300		362,800	
Supplies and Services		171,500		159,000	
Capital		240,400		173,000	
Other Operating		180,000		194,000	
Total Other Expenditures		1,149,600		1,251,200	1.
TOTAL EXPENDITURES		2,609,900		2,760,500	

Note 1. Increase reflects additional funding commitment to public education and training materials development and distribution.

SUB-APPROPRIATION NUMBER 11-2E

REFERENCE NUMBER 5 CONCILIATION AND MEDIATION SERVICES

OBJECTIVES:

To provide conciliation and mediation services in accordance with the provisions of The Labour Relations Act and The Public Schools Act.

To assist Labour and Management in collective bargaining to resolve impasse situations in negotiations and thereby minimize work stoppages.

To assist the parties when the grievance procedure has failed and prior to a rights arbitration.

To promote and assist in the development of sound Labour/Management relations, and to promote and maintain industrial harmony in Manitoba.

ACTIVITY IDENTIFICATION:

Meets with Labour and Management upon request and when the two parties have failed to reach agreement in direct negotiations.

Meets with Labour and Management upon request and when the two parties have failed to settle a grievance. Prior to rights arbitration, settlement is attempted by a grievance mediator, as provided in The Labour Relations Act.

Provides conciliation and conducts meetings with Management and organized employees in an effort to conclude collective bargaining without work stoppages.

Participates in labour relations seminars and other education activities and consultation services, and assists in the development of labour relations legislation.

Maintains a high level of communication with management and organized labour and develops a form of preventive mediation.

EXPECTED RESULTS:

The resolution of labour disputes, thereby preventing costly strikes and work stoppages.

The attainment of a settlement level of 85% to 95% of cases in which conciliation services is provided.

The resolution of 80% to 90% of cases in which grievance mediation assistance is provided.

SUB-APPROPRIATION 11-2E

REFERENCE NUMBER 5 CONCILIATION AND MEDIATION SERVICES

	Adjusted Vote 1991/92		Year Ending March 31, 1993	
SALARIES	SY	$	SY	$
Managerial.....	1.00	65,300	1.00	68,200
Professional/Technical.....	5.00	258,800	5.00	282,300
Administrative Support.....	1.00	25,900	1.00	28,600
	7.00	350,000	7.00	379,100
Plus: General Salary Increase Allotment.....		3,200		0
Plus: Overtime Allotment.....		20,000		19,000
Total Salaries.....	7.00	373,200	7.00	398,100
OTHER EXPENDITURES				
Transportation.....		20,000		21,400
Communication.....		8,500		8,800
Supplies and Services.....		7,900		9,500
Other Operating.....		9,900		13,600
Total Other Expenditures.....		46,300		53,300
TOTAL EXPENDITURES.....		419,500		451,400

SUB-APPROPRIATION NUMBER 11-2F

REFERENCE NUMBER 6 PENSION COMMISSION

OBJECTIVES:

To protect the rights of employees to benefits promised under employer-sponsored pension plans.

To promote the establishment, extension and improvement of private pension plans in the Province.

ACTIVITY IDENTIFICATION:

Monitors pension plans to ensure that they are administered in accordance with legislative standards, that funds are sufficient to cover earned benefits and that pension plan monies are invested and managed appropriately.

Registers new pension plans in the Province.

Provides information and assistance regarding pensions and the requirements of The Pension Benefits Act to plan members, employers consultants and the general public.

EXPECTED RESULTS:

The monitoring of approximately 600 pension plans registered under The Pension Benefits Act.

The amendment of The Pension Benefits Act and Regulations to implement various recommendations of the Pension Commission following public discussion and written submissions from interested parties.

The publication of notices to plan sponsors outlining changes to legislation and Pension Commission policy.

SUB-APPROPRIATION 11-2F

REFERENCE NUMBER 6 PENSION COMMISSION

	Adjusted Vote 1991/92		Year Ending March 31, 1993	
SALARIES	SY	$	SY	$
Managerial.....	1.00	65,300	1.00	68,200
Professional/Technical.....	3.00	128,800	3.00	136,100
Administrative Support.....	2.00	53,800	2.00	58,000
	6.00	247,900	6.00	262,300
Plus: General Salary Increase Allotment.....		2,100		0
Total Salaries.....	6.00	250,000	6.00	262,300
OTHER EXPENDITURES				
Personnel Services (Fees).....		12,500		8,000
Transportation.....		5,500		5,500
Communication.....		10,700		12,400
Supplies and Services.....		17,800		14,700
Capital.....		2,000		4,600
Other Operating.....		9,700		10,500
Total Other Expenditures.....		58,200		55,700
TOTAL EXPENDITURES.....		308,200		318,000

SUB-APPROPRIATION NUMBER 11-2G

REFERENCE NUMBER 7 PAY EQUITY

OBJECTIVES:

To promote the principle and practice of pay equity to employers, employees, bargaining agents and the general public.

To assist employees, bargaining agents, and employers in the implementation of pay equity with a priority on school divisions.

To monitor progress in implementation of pay equity in Manitoba.

ACTIVITY IDENTIFICATION:

Develops educational materials for organizations involved in implementation of pay equity.

Develops and delivers workshops and seminars to provide training to organizations on all aspects of job evaluation, job analysis and interpretation of salary data as these relate to pay equity implementation.

Provides technical advice and assistance to employees, bargaining agents and employers, particularly with regard to job evaluation and the technical interpretation of data with particular emphasis on school division implementation.

Provides information and educational service to a wide range of organizations, including the general public.

Publishes and distributes resource materials.

Researches and develops job evaluation and pay equity implementation models that address client needs.

Monitors compliance with pay equity policy directives, such as the Policy Framework developed for school divisions.

Facilitates resolution of matters relating to implementation of pay equity, as requested.

EXPECTED RESULTS:

Effective implementation of pay equity in accordance with policy directives.

Documentation of implementation process in accordance with policy requirements.

Delivery of training courses on job evaluation, job analysis and interpretation of salary data to organizations throughout the province involved in pay equity implementation, with priority on school divisions.

Response to enquiries on pay equity implementation from the public and private sectors.

Publication of resource materials related to the pay equity implementation process.

Delivery of information and educational materials to all client groups on issues related to pay equity.

	Adjusted Vote 1991/92		Year Ending March 31, 1993		
SALARIES	SY	$	SY	$	
Managerial	1.00	68,500	1.00	68,500	
Professional/Technical	2.00	90,100	1.00	59,700	
Administrative Support	1.00	28,300	1.00	29,600	
	4.00	186,900	3.00	157,800	1.
Plus: General Salary Increase Allotment		1,600		0	
Total Salaries	4.00	188,500	3.00	157,800	
OTHER EXPENDITURES					
Transportation		5,000		5,000	
Communication		29,900		28,300	
Supplies and Services		48,100		35,700	
Other Operating		10,500		10,500	
Total Other Expenditures		93,500		79,500	
TOTAL EXPENDITURES		282,000		237,300	

Note 1. Reduction of 1.00 staff year reflects the elimination of one research/analytical position in the Branch.

SUB-APPROPRIATION NUMBER 11-2H

REFERENCE NUMBER 8 APPRENTICESHIP AND TRAINING

OBJECTIVES:

To establish standards of competency for persons working in 44 designated trades.

To promote and direct the training of 3,000 individuals through apprenticeship training to attain the established standards in designated trades.

To develop, in conjunction with industry, curriculum for both in-school and on-the-job training of apprentices with 5 updated curricula.

To develop and administer examinations to ensure that established standards have been met by 2,000 apprentices in various levels of apprenticeship and by 250 tradespeople seeking certification.

To develop and maintain standards of service for barbers and hairdressers by developing regulations, curriculum and examinations under direction of a Trade Advisory Committee.

ACTIVITY IDENTIFICATION:

Prepares, maintains and updates curricula and on-the-job profiles and training standards for designated trades.

Monitors and counsels apprentices during their apprenticeship training both on-the-job and in-school.

Prepares and updates curricula as directed by trade advisory committees.

Prepares and validates tests and examinations for provincial and interprovincial use.

Promotes apprenticeship training at career symposia, career days and conferences at schools and colleges and at other public presentation venues.

Conducts/administers and records examinations, school and employer results at the completion of training or to meet eligibility under The Apprenticeship and Trades Qualification Act.

Develops and conducts examinations for barbers and hairdressers for the issuance of licences.

Inspects barber and hairdresser establishments to ensure that standards are being maintained.

EXPECTED RESULTS:

The registration of approximately 600 apprentices.

The completion of apprenticeship by about 425 persons.

The examination of about 250 tradespersons for certificates of qualification.

On a biennial basis, the issuance of approximately 300 barbers' licences and 5,000 hairdressers' licences.

	Adjusted Vote 1991/92		Year Ending March 31, 1993	
SALARIES	SY	$	SY	$
Managerial	1.00	56,400	1.00	64,200
Professional/Technical	17.00	649,800	17.00	683,000
Administrative Support	9.00	232,200	9.00	246,800
	27.00	938,400	27.00	994,000
Plus: General Salary Increase Allotment		8,500		0
Plus: Workers' Compensation Costs Allotment		25,000		26,100
Plus: Severance/Vacation Pay on Retirement		20,000		25,000
Plus: Remoteness Allowance		4,600		4,800
Less: Allowance for Staff Turnover		(8,700)		(8,700)
Total Salaries	27.00	987,800	27.00	1,041,200
OTHER EXPENDITURES				
Personnel Services (Fees)		15,000		15,000
Transportation		27,100		27,100
Communication		44,800		43,100
Supplies and Services		27,500		26,700
Other Operating		12,500		12,500
Total Other Expenditures		126,900		124,400
TOTAL EXPENDITURES		1,114,700		1,165,600

SUB-APPROPRIATION NUMBER 11-2J

REFERENCE NUMBER 9 MANITOBA LABOUR BOARD

OBJECTIVES:

To process and adjudicate matters under The Labour Relations Act as expeditiously as possible.

To adjudicate matters referred to the Board under labour standards statutes, The Workplace Safety and Health Act and The Pay Equity Act, relating to employees' and employers' rights and obligations.

To assist in the development of sound labour/management relations by providing expert information relating to The Labour Relations Act.

ACTIVITY IDENTIFICATION:

Processes referrals and various applications made to the Board.

Adjudicates matters referred to the Board under The Labour Relations Act, the various labour standards statutes, The Workplace Safety and Health Act and The Pay Equity Act.

Appoints arbitrators and mediators in certain cases, including expedited arbitration proceedings.

Issues Written Reasons for Decision on specific matters dealt with by the Board.

EXPECTED RESULTS:

The continued issuance of extensive Written Reasons for Decisions which provide the labour/management community with some guidance in working under The Labour Relations Act and with the Board.

The handling of 1,300 - 1,500 cases per year under The Labour Relations Act, the various labour standards statutes and The Workplace Safety and Health Act.

The publication and distribution of an "Annual Report," a "Guide to The Relations Act," an annual "Compendium of Grievance Arbitrations," the quarterly "Report of Activities of the Manitoba Labour Board," and the "Index of Written Reasons for Decision" with quarterly updates, and Practice Notes.

SUB-APPROPRIATION 11-2J

REFERENCE NUMBER 9 MANITOBA LABOUR BOARD

	Adjusted Vote 1991/92		Year Ending March 31, 1993	
SALARIES	SY	$	SY	$
Managerial	1.00	81,900	1.00	85,700
Professional/Technical	5.26	226,200	5.26	242,800
Administrative Support	6.00	176,900	6.00	185,600
	12.26	485,000	12.26	514,100
Plus: General Salary Increase Allotment		4,200		0
Total Salaries	12.26	489,200	12.26	514,100
OTHER EXPENDITURES				
Personnel Services (Fees)		130,400		111,400
Transportation		17,500		20,300
Communication		29,300		35,100
Supplies and Services		20,500		20,400
Capital		2,500		13,000
Other Operating		17,600		15,100
Total Other Expenditures		217,800		215,300
TOTAL EXPENDITURES		707,000		729,400

SUB-APPROPRIATION NUMBER 11-2K

REFERENCE NUMBER 10 WORKPLACE SAFETY AND HEALTH

OBJECTIVE:

To administer The Workplace Safety and Health Act and its Regulations in order that safety and health hazards are detected and abated in all Manitoba workplaces with the goal of eliminating fatalities, and reducing the incidence of injuries and occupational diseases.

ACTIVITY IDENTIFICATION:

Carry out inspections of workplaces, including mines, to remedy unsafe and unhealthy working conditions through ensuring compliance with legislation.

Conduct training throughout Manitoba, to assist labour and management in workplace safety and health matters.

Assist in developing legislation that provides for the maintenance of reasonable standards for safety and health of workers and self-employed persons.

Provide occupational medical consultative services to industrial physicians, industries, workers and other parties and develops and uses various provincial based occupational health data bases for the early identification of problem areas so that more prevention practices are carried out in workplaces.

EXPECTED RESULTS:

Operation of ongoing programs such as workplace inspections including Occupational Hygiene evaluations, educational support and occupational health consultations.

Implementation of The Workplace Safety and Health Act and regulations including Workplace Hazardous Materials Information System and Workplace Health Hazard Regulations.

Development of Codes of Practice relating to existing Regulations.

Development of information publications such as WorkSafe!, WorkSafe! bulletins and good practice guidelines.

Carrying out regular site inspections and implementation of other ongoing programs including mine rescue training, engineering assessments and pre-development reviews in the mining sector.

SUB-APPROPRIATION 11-2K

REFERENCE NUMBER 10 WORKPLACE SAFETY AND HEALTH

SALARIES	Adjusted Vote 1991/92 SY	Adjusted Vote 1991/92 $	Year Ending March 31, 1993 SY	Year Ending March 31, 1993 $	
Managerial.....	8.00	484,300	8.00	528,300	
Professional/Technical.....	43.26	1,840,300	42.26	1,912,600	
Administrative Support.....	12.26	345,000	12.26	362,800	
	64.00	2,669,600	63.00	2,803,700	
Plus: General Salary Increase Allotment.....		24,200		0	
Plus Overtime Allotment.....		35,000		36,900	
Plus: Remoteness Allowance....		18,400		19,300	
Plus: Severance/Vacation Pay on Retirement.....		15,000		82,000	
Plus: Workers' Compensation Costs Allotment.....		0		12,500	
Less: Allowance for Staff Turnover.....		(16,100)		(20,000)	
Total Salaries.....	64.00	2,746,100	63.00	2,934,400	1.
OTHER EXPENDITURES					
Personnel Services.(Fees).....		7,100		7,100	
Transportation.....		150,000		145,000	
Communication		101,000		102,400	
Supplies and Services.....		270,000		264,600	
Capital.....		69,300		69,300	
Other Operating.....		102,300		102,300	
Total Other Expenditures.....		699,700		690,700	
TOTAL EXPENDITURES.....		3,445,800		3,625,100	

1. Reduction of 1.00 staff year reflects the elimination of one support position in the Division.

SUB-APPROPRIATION NUMBER 11-2M

REFERENCE NUMBER 11 WORKER ADVISOR OFFICE

OBJECTIVES:

To assist injured workers and their dependents regarding difficulties with their Manitoba Workers Compensation Board claims in order to ensure fair and equitable claim settlement occurs.

To provide information and advice to unions, individuals and professionals with respect to rights and requirements of The Workers Compensation Act.

ACTIVITY IDENTIFICATION:

Provides Appeal advice, assistance and representation services on individual Workers Compensation claims to ensure fair and equitable resolution is obtained.

Researching and investigate issues on specific claims, or on general matters of Compensation policy and practice.

Conduct information and education seminars with unions, professional associations and other organizations who assist injured workers in order to make them aware of their rights under The Workers Compensation Act.

EXPECTED RESULTS:

Handle 1,500 requests for service in the 1992/93 fiscal year; 900 advice/information files; 600 assistance and representation files.

Carry out 5 education/orientation sessions with labour unions, professional associations and other community organizations.

Co-ordinate and present a 12 week night school Compensation course for union representatives and shop stewards.

Travel to 1 Western and 6 Northern communities in Manitoba at least every 3 months for servicing individual claims.

SUB-APPROPRIATION 11-2M

REFERENCE NUMBER 11 WORKER ADVISOR OFFICE

	Adjusted Vote 1991/92		Year Ending March 31, 1993		
SALARIES	SY	$	SY	$	
Managerial.....	1.00	48,600	1.00	51,700	
Professional/Technical.....	6.00	244,900	8.00	342,200	
Administrative Support.....	2.44	87,400	2.44	92,300	
	9.44	380,900	11.44	486,200	1.
Plus: General Salary Increase Allotment.....		3,400		0	
Plus: Overtime Allotment.....		16,000		16,700	
Total Salaries	9.44	400,300	11.44	502,900	
OTHER EXPENDITURES					
Transportation.....		7,000		6,000	
Communication.....		16,600		18,600	
Supplies and Services.....		18,800		18,800	
Capital.....		2,000		4,000	
Other Operating.....		6,100		3,100	
Total Other Expenditures.....		50,500		50,500	
TOTAL EXPENDITURES.....		450,800		553,400	

Note 1. Increase reflects the addition of two Worker Advisor positions.

SUB-APPROPRIATION NUMBER 11-2N

REFERENCE NUMBER 12 EMPLOYMENT STANDARDS

OBJECTIVES:

To provide a high quality of service in the administration of Employment Standards legislation throughout the province for the benefit of all employers and employees.

To carry out investigations and enforcement programs to ensure compliance.

To conduct public education programs to enhance public's awareness of their rights and obligations as employers and employees.

To manage collections and wage recovery programs.

To promote and enhance the professionalism of staff in their mediation and enforcement roles.

To promote fair employment practices throughout the province.

ACTIVITY IDENTIFICATION:

Investigates monetary and non-monetary complaints to ensure that the minimum benefits and working conditions provided by labour standards legislation are provided.

Conducts routine inspections of workplaces to ensure compliance with legislation.

Recovers unpaid wages, utilizing Corporate or Directors' Orders, third party demands, and Manitoba Labour Board Orders.

Provides an education program involving officers attending workplaces, educational institutions, and other target group workshops to increase the public's awareness of their rights and responsibilities under the law.

Administers the Payment of Wages Fund, which protects the wages owed to employees as a result of bankruptcies, receiverships, and closures, up to a maximum of $1,200 in any calendar year.

EXPECTED RESULTS:

The promotion of fairness in the workplace for employers and employees, and the investigation of complaints filed by approximately 4,000 individuals.

The handling of approximately 100,000 telephone and in-person inquiries from persons requesting information or wishing to file a complaint.

The undertaking of approximately 700 routine inspections of workplaces to ensure compliance with the legislation.

The delivery of approximately 125 presentations to increase the public's awareness and understanding of labour standards legislation.

The handling of wage adjustments totalling an estimated $1,750,000.00

	Adjusted Vote 1991/92		Year Ending March 31, 1993	
SALARIES	SY	$	SY	$
Managerial	1.00	49,700	1.00	58,900
Professional/Technical	24.00	977,400	24.00	1,034,000
Administrative Support	10.39	303,800	10.39	324,100
	35.39	1,330,900	35.39	1,417,000
Plus: General Salary Increase Allotment		11,900		0
Plus: Overtime Allotment		5,000		5,000
Plus: Remoteness Allowance		2,000		2,000
Plus: Severance/Vacation Pay on Retirement		25,000		75,000
Plus: Workers' Compensation Costs Allotment		0		2,000
Less: Allowance for Staff Turnover		(2,200)		0
Total Salaries	35.39	1,372,600	35.39	1,501,000
OTHER EXPENDITURES				
Personnel Services (Fees)		5,500		6,500
Transportation		31,100		34,100
Communication		53,300		61,300
Supplies and Services		35,900		34,900
Other Operating		11,400		12,400
Total Other Expenditures		137,200		149,200
TOTAL EXPENDITURES		1,509,800		1,650,200

SUB-APPROPRIATION NUMBER 11-2P

REFERENCE NUMBER 13 LABOUR ADJUSTMENT

OBJECTIVES:

To assist in re-employment and retraining of workers affected by labour market adjustment and structural change.

To assist Manitoba industries to adapt to changing labour force conditions and skill requirements.

To administer the application and eligibility process of the Program for Older Worker Adjustment which provides continuing income supplement assistance to long-service older workers who have no prospect of re-employment following major permanent layoff.

To participate in interdepartmental and federal-provincial initiatives to deal with labour market adjustment.

ACTIVITY IDENTIFICATION:

Provides consultative services to worker adjustment committees.

Provides financial assistance to individuals assisted by adjustment committees for training and development (up to $2,500).

Developing and printing information handbooks for workers.

Maintain a database to track affected workers.

Provides financial assistance to committees.

Monitors the delivery of the Program for Older Worker Adjustment which will occur through contracts with private sector businesses.

Participates in interdepartmental and federal-provincial initiatives to deal with labour market adjustment on behalf of the Department.

Develops programming options as required to deal with major adjustment situations.

EXPECTED RESULTS:

In 1992/93, the Labour Adjustment Program will assist approximately 30 employer/employee committees or groups (representing approximately 2,500 workers) with labour adjustment programs through provision of consultative services and financial assistance. In addition, 250 individuals will be assisted with training costs.

The Labour Adjustment Program should lever approximately 1/3 federal dollars and 1/3 private sector dollars to match provincial expenditures and will support other government programs, policies and initiatives.

In 1992/93, the Program for Older Worker Adjustment could apply to 10 major permanent layoff situations and provide financial assistance to approximately 100 laid off older workers who are unable to find work.

The Program for Older Worker Adjustment will be cost-shared, with the federal government providing 70% of the total cost.

	Adjusted Vote 1991/92		Year Ending March 31, 1993	
	SY	$	SY	$
Managerial	1.00	61,400	1.00	64,200
Professional/Technical	4.00	189,900	4.00	203,100
Administrative Support	1.00	26,400	1.00	28,400
	6.00	277,700	6.00	295,700
Plus: General Salary Increase Allotment		2,400		0
Plus: Overtime Allotment		5,000		5,000
Plus: Workers' Compensation Costs Allotment				2,000
Total Salaries	6.00	285,100	6.00	302,700
OTHER EXPENDITURES				
Grants/Transfer Payments		383,500		368,500
Transportation		9,900		9,900
Communications		6,800		6,700
Supplies and Services		13,600		12,700
Capital		400		400
Other Operating		3,800		3,800
Total Other Expenditures		418,000		402,000
TOTAL EXPENDITURES		703,100		704,700

Adjusted Vote 1991-92	Appro. No.	LABOUR (XI) Details of Appropriations	Year Ending March 31, 1993	Resolution No.
$ 570,000...	3.	LABOUR SPECIAL PROGRAMS..... * Provides for wage payments to employees under the Payment of Wages Fund;	$ 570,000	103
$ 570,000...(a)		Payment of Wages Fund.....	$ 570,000	

PART 3

HISTORICAL INFORMATION

APPENDIX 1

DEPARTMENT OF LABOUR

FIVE YEAR EXPENDITURE AND STAFFING SUMMARY

BY APPROPRIATION ($000)

FOR YEARS ENDING MARCH 31, 1989 - MARCH 31, 1993

	ACTUAL EXPENDITURES						ADJUSTED VOTE 1991/92		MAIN ESTIMATES 1992/93	
	1988/89		1989/90		1990/91					
	SY	$	SY	$	SY	$	SY	$	SY	$
Labour Executive	9.00	449.6	10.00	518.8	10.00	450.4	9.00	415.5	9.00	442.0
Labour Programs	296.36	13,029.6	291.34	14,139.1	296.34	14,685.3	279.08	14,812.0	278.08	15,669.4
Labour Special Programs	-	339.1	-	1,766.9	-	1,265.4	-	570.0	-	570.0
	305.36	13,868.3	301.34	16,424.8	306.34	16,401.1	288.08	15,797.5	287.08	16,681.4

NOTES:

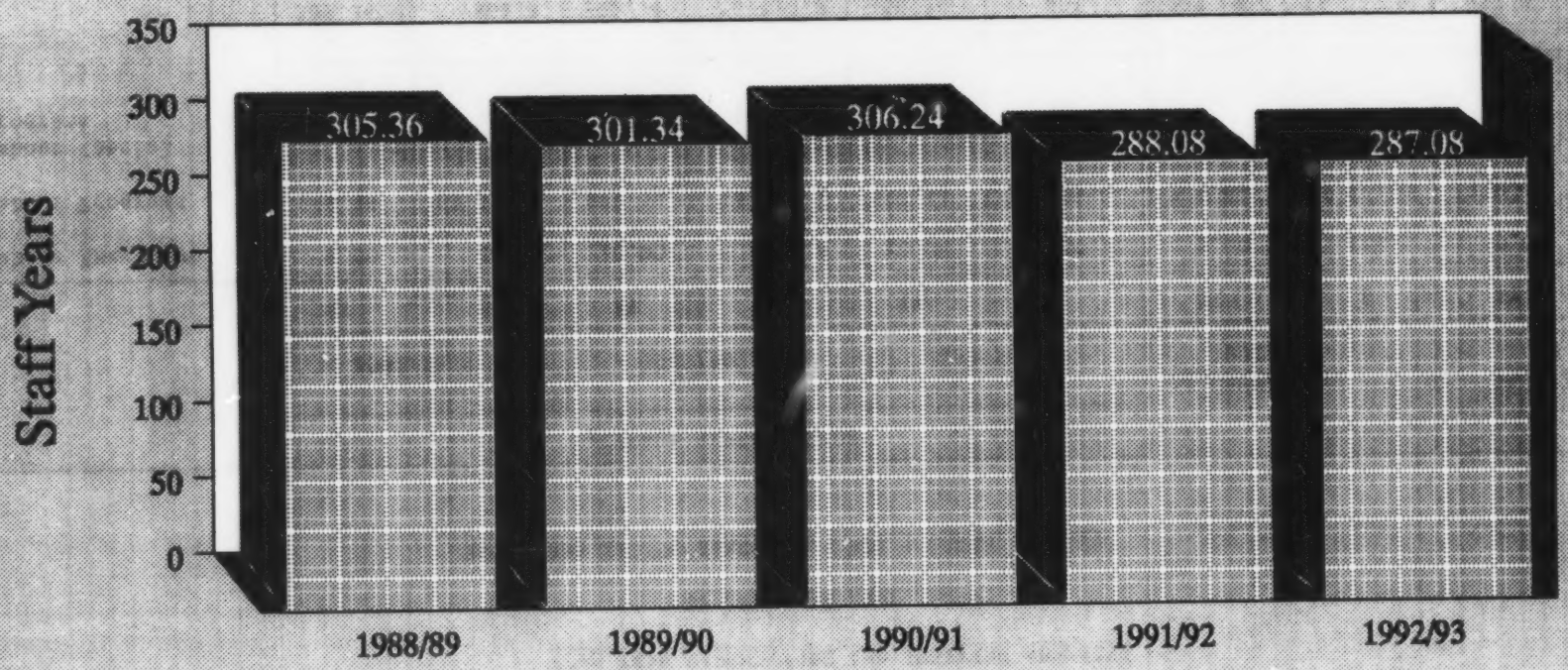
1. Government re-organization saw responsibility for Workplace and Worker Services programs transfer to the Department of Labour from the Department of Environment & Workplace Safety & Health, early in 1989/90. As well, in the same fiscal year, responsibility for the Labour Adjustment program transferred to Labour from the Department of Employment Services & Economic Security.

2. Labour Special Programs actual expenditures for 1989/90 and 1990/91 include expenditures under the federal/provincial Program for Older Worker Adjustment in the amounts of $1,372.3 and $869.4 respectively.

3. The actual expenditures for 1988/89 to 1990/91 have been adjusted to reflect the transfer of the Engineering Safety Program to the Department of Rural Development during the 1991/92 fiscal year. The actual expenditures for that program for those years will be reflected in the historical data reported by the Department of Rural Development.

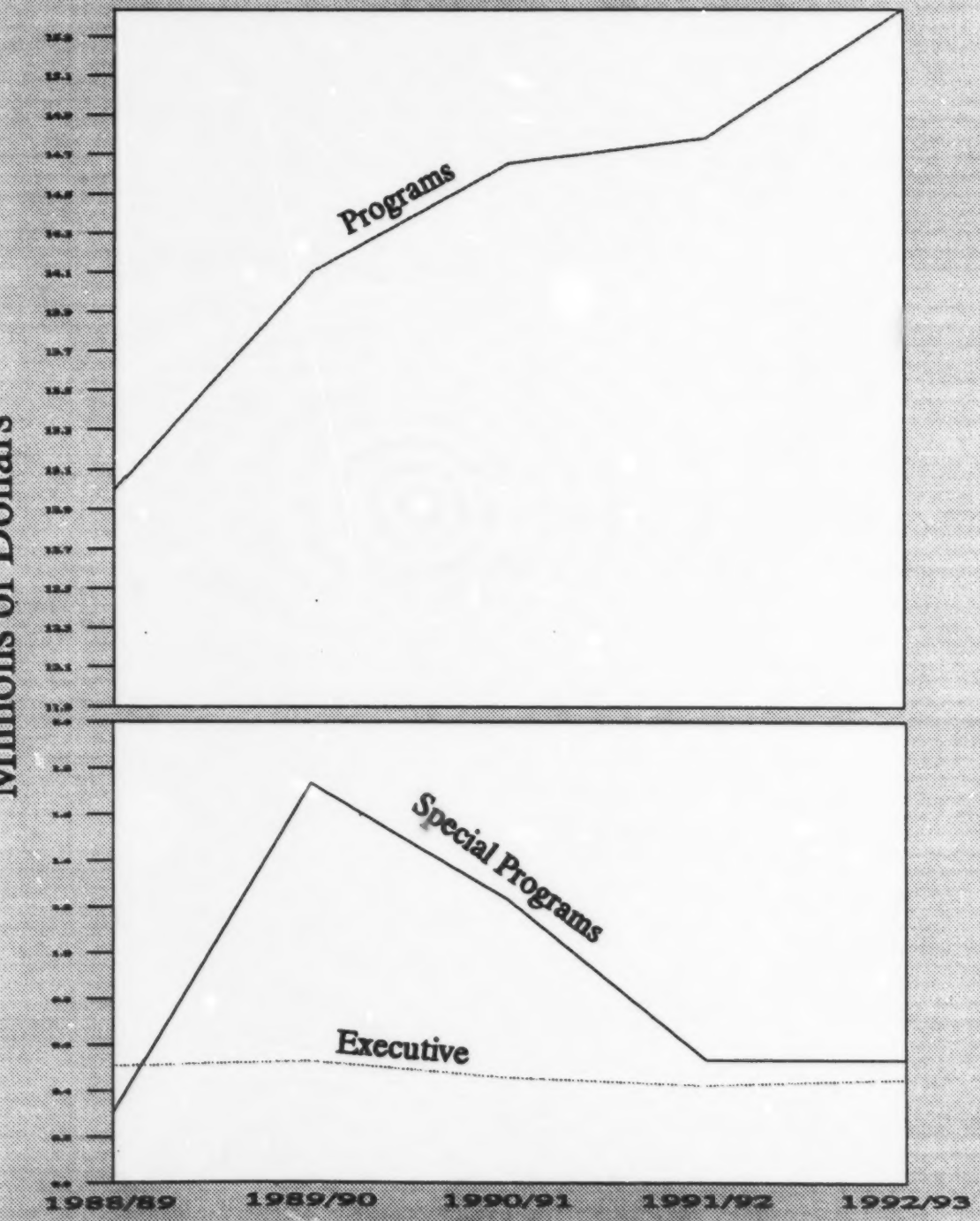
Department of Labour

Five Year Staff History



Manitoba Labour

Five Year Expenditure History
By Appropriation



PART 4

GLOSSARY

GLOSSARY

STAFF CATEGORIES

Managerial

Positions which have been delegated the authority and have the responsibility to plan, administer, and control the resources and activities of a defined organizational unit in the Manitoba Government, and are directly and fully accountable for:

- the utilization of resources in achieving planned objectives including the development of a budget and the initiation and authorization of expenditures; and,

- the organization's results and impacts.

Professional/Technical

Employees who have duties that relate to specific areas of program operations requiring some functional specialization.

Included in this category are employees classified within the following components and/or series:

- Education
- Health
- Legal, Inspection and Regulatory
- Physical Sciences
- Social Sciences
- Trades, Operations and Services
- Personnel Officer Series
- Administration (with the exception of the Administrative Officer Series)
- Engineers (O.P.E.E.P.M.)
- Legal Aid Lawyers (L.A.L.A.)
- Crown Attorneys (M.A.C.A.)
- Doctors (M.M.A.)
- L.A.M.C. staff
- Professional Officer Series

NOTE: Those employees designated as managers and also classified within one of the above components or the excluded component shall be categorized only once, as managerial.

Administrative Support

Employees who have duties related to the provision of support and assistance to program operations.

Included in this category are employees classified within the clerical component or the Administrative Officer series.

STAFF YEARS

1.00 staff year equates to 52 weeks of employment, therefore, fractions of staff years represent weeks of employment. For example, 65.20 staff years means 65 full staff years and 20 weeks of employment.

OBJECT CODE

An object code is a classification of expenditures according to the nature of expense such as salaries, facilities, etc., which identifies the object of expenditure out of appropriation funds. The Manitoba Government accounting system tracks expenditures according to the following summary level object codes:

Summary Level 1-digit Codes	Components
. Personnel Services (Salaries)	Regular Earnings Other Earnings (overtime, shift premium) Departmental Ministers and Members of Legislative Assembly, Fringe Benefits, Other (Worker's Compensation Allowance, Supplement), Health and Education Tax Levy, Personnel Services Recoveries.
. Grants/Transfer Payments	Discretionary Grant, Nondiscretionary Grant, Transfer Payment.
. Transportation	Vehicles, Aircraft, Other (taxi, bus, freight, rail).
. Communication	Telephone, Electronic Mail, Postage, Courier, Advertising, Exhibits, Radio Systems.
. Supplies and Services	Operating Supplies, Materials, Office Supplies, Repairs and Maintenance, Utilities, Rentals, Professional Services, Other Fees, Supplies and Services Recovery.
. Public Debt	Debt Redemption, Interest on Debt, Discount on Debt, Amortization, Bank Charges, Foreign Exchange, Sinking Fund, Other Charges.
. Capital	Land, Buildings, Furniture, Vehicles, Equipment, Capital Grants, Other Physical Assets.
. Other Operating	Hotels, Meals, Computer Related Charges, Loss, Damage, Insurance and Extraordinary Costs, Publications, Employee Education Assistance, Relocation and Transfer Costs, Other (membership fees, hospitality, uniforms, conference/convention registration fees, incidental allowances).

. Social Assistance Related Acts	Clothing for Citizens, Fees and Services, Assistance Payments (food, shelter, allowances, utilities), Transportation Health, Special Needs.

ADJUSTED VOTE

A re-alignment of previous year's vote for any organizational change to provide for more accurate and realistic comparisons from one budget year to the next.

STAFF TURNOVER ALLOWANCE

An adjustment made to a salaries account to allow for attrition and staff turnover. It is a negative adjustment to enable the organization to more accurately display salary requirements.